



# OPEN EXAMINATION ASSISTANT INDUSTRIAL HYGIENIST DEPARTMENT OF TOXIC SUBSTANCES CONTROL



CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**OPEN (CONTINUOUS TESTING) – Testing is considered continuous as dates can be set at anytime.**

**WHO SHOULD APPLY:** Persons who meet the “minimum qualifications” as stated below.

**NO WRITTEN TEST IS REQUIRED:** The entire examination will consist of an oral interview.

**HOW AND WHERE TO APPLY:** Applications are available at the address below or on the State Personnel Board web site at <https://forms.spb.ca.gov>. To learn more about the testing arrangements, contact the testing office shown below. The testing office will accept applications continuously and will notify and test applicants as needs warrant. Applications may be filed in person or by mail with:

Department of Toxic Substances Control  
1001 I Street, PO Box 806  
Sacramento, CA 95814  
ATTN: EXAM UNIT  
(916) 323-2679  
TDD: (800) 735-2929

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**QUALIFICATIONS APPRAISAL INTERVIEW:** Ordinarily interviews are scheduled in Berkeley, Cypress, Chatsworth and Sacramento. However, locations of interviews may be changed as conditions warrant.

**SALARY RANGE:** \$4103 - \$5443

**SPECIAL TESTING INFORMATION:** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**CROSS FILING INFORMATION:** If you meet the entrance requirements for this class and Associate Industrial Hygienist, scheduled on the same day, you may file for all examinations on one application.

**THE POSITION:** This is the first working professional level. Under direction, the Assistant Industrial Hygienist performs hygiene work of average difficulty; makes preliminary surveys and inspections of occupational environments; conducts studies of potential health hazards of specific substances or in specific industries or processes; prepares reports of findings and makes recommendations for the elimination or control of hazardous conditions; assists in the design, construction, and use of special field apparatus; collects statistics and information from industrial establishments; gives information on the control of industrial health hazards; Interprets standards; dictates correspondence and prepares reports; and does other work as required.

Position(s) exist with the Department of Toxic Substances Control.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated below.

**NOTE:** All applicants meet the education and/or experience requirements for this examination by the filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base and civil service/position class titles. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination meeting 100% of the overall experience requirement.

## **MINIMUM QUALIFICATIONS:**

### **EITHER I**

One year of experience in the California state service performing the duties of a Junior Industrial Hygienist.

### **OR II**

Two years of professional or technical experience in identifying, evaluating and controlling health hazards in work places and developing, evaluating and implementing occupational health standards. This experience shall include at least one year in a position comparable in level, responsibility and duties to that of a Junior Industrial Hygienist in the California state service (A Master's Degree in Chemistry, Engineering, Environmental Health, Industrial Hygiene, Public Health or a closely related curriculum may be substituted for one year of the required general experience.) and  
Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics,

**ASSISTANT INDUSTRIAL HYGIENIST  
EXAM CODE: 6TW38-01  
OPEN – CONTINUOUS TESTING**

**BULLETIN RELEASE DATE: JUNE 23, 2006  
SCHEMATIC CODE: IC61 CLASS CODE: 3855**

medicine, public health or in a field directly related to occupational health and safety. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experiences, may be substituted for the two years of required general experience.

**EXAMINATION INFORMATION:** This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum of 70.00% must be attained in the interview.

**QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00%**

**SCOPE:** In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively; relative to job demands, each competitor's:

**A. KNOWLEDGE OF:**

1. Basic principles of industrial hygiene, environmental health and State and Federal laws, rules and regulations on the health of industrial workers.
2. Basic concepts of apparatus used to monitor and/or collect samples of substances for analysis.
3. Public health and industrial hygiene principles and practices.
4. One or more aspects of biological, chemical, engineering, or toxicological factors, effects and control measures of industrial hygiene.
5. Apparatus used to monitor and/or collect samples for analysis.
6. Methods, techniques and practices used in determining and eliminating health hazards in industry.

**B. ABILITY TO:**

1. Analyze situations accurately, derive recommendations and take effective action.
2. Establish and maintain cooperative relations with those contacted in the course of the work.
3. Communicate effectively.
4. Prepare clear and concise reports.
5. Collect and evaluate plant findings and make recommendations for the elimination or control of hazardous conditions.
6. Function as a specialist in one or more aspects of biological, chemical, engineering, or toxicological factors, effects, and control measures.
7. Interpret and apply industrial hygiene standards.

**VETERANS PREFERENCE CREDIT** will not be granted in this examination since it does not qualify as an entrance examination under the law.

**CAREER CREDITS:** are not granted in open examinations.

**ELIGIBLE LIST INFORMATION:** A departmental eligible list will be established for the Department of Toxic Substances Control. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Toxic Substances Control three days prior to the written test date if they have not received their notice.

**For an examination** without a written feature, it is the candidate's responsibility to contact the Department of Toxic Substances Control three weeks after the final filing date if they have not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department, the Department of Toxic Substances Control and the State Personnel Board's Web site at <http://www.spb.ca.gov>.

**If you meet the requirements** stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this examination and all candidates who pass will be ranked according to their scores.

**The Department of Toxic Substances Control** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified. To find out more about the Department of Toxic Substances Control connect to our Web site at <http://www.dtsc.ca.gov>.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Berkeley, Cypress, Chatsworth and Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference points in **open entrance and open nonpromotional examinations**. Credit in open examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Veteran's preference credits will be added to the final score of those competitor's who are successful in this examination, and who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS**. Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veteran's Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the Deaf or Hearing Impaired:

From TDD phones: 1-800-735-2929

From Voice Telephones: 1-800-735-2922